

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – November 17, 2008

Called to order the Monthly Meeting at 3:30pm.

In Attendance: Trustees Madeleine Roy, Jack Shea, Patricia Cornell, Jeff Hickok, and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten, Head of Technology Lichen Rancourt.

Excused: Trustee Joanne Barrett, Steve Solomon and Alderman Sullivan

Minutes:

Motion made by Trustee Roy to accept the minutes of the regular board meeting held on October 22, 2008 , seconded by Trustee Cornell all in favor.

Director's Report:

Personnel 4 new pages have been hired. Physicals have been scheduled. The Library Clerk II position has been eliminated and 2 part-time 24 hour positions have been created to better help fill the needs in the Circulation Department. Human Resource Committee met this week and has agreed to change this position. Director van Zanten is waiting for the paperwork and will post internally first.

Polaris: Things are going smoothly as library staff continues to learn the new system. Online catalog changes are being made per meeting of GMILCS reference librarians last week.

Wish List: Administrators are still getting quotes.

Cogswell update – microfilm project is done . Ellen McQuade from New England Micrographics, Inc. quoted the wrong number of pages and there is \$6,292.00 left. Dee Santoso and Cynthia O'Neal will contact the Cogswell Trust to see if the remaining funds may be used for other microfilm projects.

Parking at Branch – The branch parking lot will be used during snow emergencies. Director van Zanten contacted Alderman Ouelette with questions. Hours will be posted and Parks and Recreation will do towing if people are still parking in lot after hours.

Building Issues: Lift will be used in the front foyer. Front door will be closed to the public for Wednesday and Thursday. Quote from David Gagnon to do the closet in the Winchell Room is \$1,800. Director van Zanten is waiting for the quote to use the library's old marble for vanities.

Church is moving its thrift shop to their other building. Director van Zanten and Sarah Basbas have been kept informed.

West hours for November 26th will be 8:30am to 5:30pm.

Cote – some materials will go back into auction in December. If they do not sell, they will have to be boxed up and shipped up here at the Library's expense. (Cote funds can be used).

CIP Budget was discussed by Trustees and Director van Zanten will make the changes and submit.

Director van Zanten and Library Security officers met with Homeless Coordinator Susan Howland. Library Security officers are doing a great job. Director van Zanten will draft a letter which will go into the packet New Horizon gives to their clients on the library's basic guidelines once she hears from Director of the shelter.

Meeting Room policy was discussed and a motion was made to accept the policy by Trustee Cornell, seconded by Trustee Roy, all in favor.

Strategic Planning information was passed out to the Trustees for their review.

Trustees discussed what to do about a motion filed in the court to require Staff supervision for this person to use our Internet computers. Director van Zanten informed them that this would not be a responsibility the library will undertake

Foundation Report

Foundation will meet on Thursday, November 20th. Holiday appeal will be underway soon. Foundation is looking into RFP from other banks to manage their funds.

Staff Visit:

Head of Technology Lichen Rancourt gave a presentation on Useful software to manage our patron computers. This is a rather new company and Lichen has talked to 2 other libraries who have already started using this software. This would be for the public access computers and would allow anywhere from 4 to 10 workstation with 1 CPU. Trustee Hickock would like more information and spreadsheets. Library would use existing computers for now and gradually replace old ones. This will be discussed further at the December meeting.

Old Business- none

New Business: Trustee Roy's term has expired. She will be here for the December meeting in an advisory role as she has been our Treasurer. If anyone has any ideas on someone please let Chair Sheehan-Lord know.

Adjourned at 5:10pm